Office of Security

5 Couriers
  1 - SRD
  2 - Internal Building, Floors, 1, 3 & 4
  2- *Outside Body Runs*
Note: These 4 men alternate between building and Outside
       Runs, each day.

Clearances

Through TOP Secret, No other clearances, No Firearms Permits.
Couriers on occasion cheauffer O/S Personnel over town.

Cover

None. Couriers can admit CIA employment if involved in
accident, etc.

Couriers:

STAT

SRD Runs
    8 per day beginning at 08:45. Both delivery and pick-up.
    Sorts - forwards.

26 Mar. 264 pieces of Mail received plus 4 Bags for Tech. Br.
in Alcott. These are meerly returned to Alcott. Check on
change of address. Usually receives twice per week, and has
some material for IRD. *Received through RI and delivered to SRD*
by Central Courier System

Log Procedure

Type Log of Incoming mail- does not receive the Courier Receipt Log.
Outgoing mail approc. 700 per mo. Keeps copy of Courier
Receipt Form.

Evidence of 2-3 days delivery between DD/P and O/S in New
Bldg. Mail coming through appears to be opened on acassions.
90 pieces one day. Mail logged by RI according to a Procedureal
Guide for signature checks, coordination, to determine whether
carbons are attached, etc. Branch Chief is

STAT

Mail from Records Center does not have Courier Receipt No.
No way to check. Check Records Center on this. Records Center
uses 490.

All mail is Time Stamped when coming into SRD. Mail is also
controlled by internal routing system, which indicates days
in process. Doen't seem to be any real need for the hour
of arrival to be stamped on.

Internal SRD runs 8 daily and normally along this route.

Indicies. Files. R production, Chief SRD, CAB,   STAT
                                                                 STAT

O/S/ Internal

    1st Floor Badge, Bldg. Security, Int Research Div.

    3rd Floor requrements, Clearance Br.   STAT

    4th SRS, Physical Security, Ex. Staff. Employees Activities Br.
       Chief Personnel Security, Division Security, Admin. Training
       Staff, Dept. Div for Personnel and Physical Support, Foreign
       Support Services. This mail includes that coming out of
       Security Records Division as well as mail coming into O/S
       from the Control Courier System

    All mail opened except EYES ONLY and Personal. Possibility of
    Direct Delivery unopened.

    USIB material handled by O/S Courier, and hand carried to State,
    Room 3802-B, Pentagon 4 stops, ACS Intell, 4A-924, DIA 3-D-318,
    Joint Chiefs 2-D-969, Office of AC of S for Intell 1-D-459,
    usually once per week. FBI 1730 K. Riddell Bldg. 845, Navy 8th

    USIB material for AEC given to Central Mail and Courier who does
    not make a special run.

    SRD run required 10 minutes, normally,

    On outgoing mail - outside O/S   prepares Courier   STAT
    Receipt and places material in envelopes.

External Courier Service, O/S

Services: 2 trips daily, 9:30 AM and 1:30 PM. Usually drop
and pick up from 1 P.O. Box

9:30 AM run
    To 1200 Alcott - Tech. Br.
    To 1000 L Bldg. Cable and Disptach for Foreign Support

STAT

    To Post Office Union Station

                                      STAT

Clearances

Top Secret
No Fire Arms Permits
No Cover

STAT

Material picked up[   ]and put in Locked Brief Cases
lose, no Receipts are used[   ]SRD. Material   STAT
is time stamped when it arrives in SRD. Courier Bags are locked
and cannot be opened by Couriers.

No Audit of Stamp Account.

VIP Run twice daily - 10:45 and 2:45

To Col White.
To DCI

STAT

[   ] upon request
    Both delivery and pick-up for Security, only.

SRD-8 Runs daily - 1 man
Outside-2 Runs - 2 men
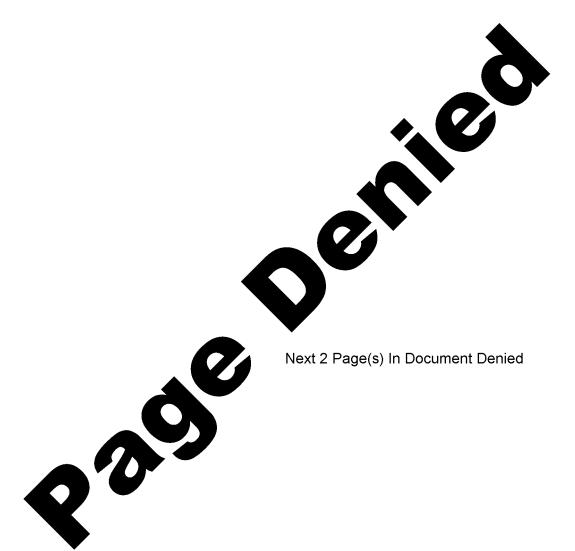O/S-5 Runs - 2 men (4 men 0900 and 1200)
VIP-2 Runs

Stamp Fund

Has Fund of $300. Usage is between $2-4 hundred dollars monthly. Fund
has not been audited by outside Audit. Daily expenditures are sub-
mitted to Central Mail twice per month (Form 34-13).

Delivery to Post Office receives bulk receipt,picks up Listing of
Registry numbers assigned the next day.

Mail may in effect lay in Post Office over weekend without control,
or overnight.

- 3 -

STAT

STAT

STAT

STAT

STAT

STAT

Page Denied

Next 2 Page(s) In Document Denied